

JUS.T.I.S. Governance Council Meeting Minutes
August 22, 2013 Minutes

Start of Meeting: 09:32 a.m.

Departments Present: Adult Probation; District Attorney; Police; Public Defender; Superior Court; City Administrator's Office, Mayor's Office; Department of Technology
Absent: Sheriff; Juvenile Probation; Department on Status of Women; Emergency Management

Minutes from Prior Meeting – Minutes from meeting held on July 25, 2013 were approved.

From Executive Sponsor's Update:

The Council was updated on the status of filling the remaining vacancy on the Project team. The selection process should be completed within a week.

Our annual Memorandum of Understanding with the Department of Technology (DT) related to support and services is awaiting signature from DT. Those departments, with applications currently running in the JUSTIS environment, have been asked to sign the recently reviewed MOU related to configuration management and change control requirements.

From the Technical Steering Committee's Update:

The TSC hosted a follow up meeting in August with the Sheriff and their Jail Management vendor to address the status of the Sheriff's requests for new services and to review the status of any remaining contract deliverables.

The JUSTIS team continued work on activities related to hub connections for the District Attorney and the Public Defender.

There were also discussions with various departments related to notification alert procedures.

From Case Management System Updates:

Hub Activity/Server Project:

The staff is working on the outbound transactions for the Public Defender for adding and deleting attorney information.

Staff expects to be completed with the initial coding of the data requirements for Adult Probation and the District Attorney this month.

We met with staff from the Status of Women to provide access for the reports that have been developed. The reports are going to be reviewed and a follow up meeting will occur upon completion of the review.

Staff worked with the Commvault engineer to configure the automated backups and the Oracle/SQL integration.

District Attorney:

The District Attorney is continuing their work with the JUSTIS staff identifying and defining the data fields that will be needed for their connection to the JUSTIS hub.

They are working with their case management vendor to schedule interface discussions with the JUSTIS team, and they are continuing to roll out enhancements for their statistical needs.

The Department is also having discussions with the Police related to the distribution of subpoenas

electronically.

Police:

The Police Department is continuing to work on their Crime Data Warehouse. They are building a new production environment with their four-person team.

Over the next few months they will be updating their crime mapping application.

Public Defender:

The Department met with the Technical Steering Committee to provide a status on project. The department is reviewing the latest data migration to determine if any mapping issues remain. They will continue to work closely with JUSTIS on any remaining issues leading up to their go-live date.

The Department also expects to complete work on their bi-directional coding in the next few weeks.

Adult Probation:

Adult Probation was going to contact the District Attorney in regards to adding some new offense codes.

Superior Court:

The Court is finalizing their data mapping needs and identifying new data elements that need to be added to their system.

They are dealing with latest phase of California Assembly Bill 109 that went into effect on July 1 and identifying what new parole requirements will need to be addressed.

New Business:

No new business was raised.

End of Meeting: 10:45 a.m.